SUPERIOR
EXPO
SERVICES

Oklahoma State Fair
September 17-27, 2015

State Fair Park
Oklahoma City, OK
Oklahoma State Fair

EXHIBITOR MANUAL

Welcome Exhibitor

Dear Exhibitor,

We take great pleasure in notifying you that **SES** has been selected as the "Official Service Contractor" for the **Oklahoma State Fair**. We would like to take this opportunity to assure you that we will do our utmost to make this a successful and profitable event for you.

We offer a full range of services to assist you in maximizing the impact of your exhibit, from rental packages to experienced labor for installing or dismantling your booth. We are proud to be your partner.

Enclosed you will find important event information as well as order forms for services you may require. Questions regarding shipping, storage, furniture, graphics and labor should be directed to:

Exhibitor Service Department
Superior Expo Services
10548 US Highway 80
Forney, TX 75126
service@superior-expo.com
972.271.7444 or toll free 866.386.3976 (866.FUN.EXPO)

Questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

Oklahoma State Fair
3001 General Pershing Boulevard
Oklahoma City, OK, 73107
Contact: Alex Philbrick
Phone: 405-948-6739
E-mail: commspacesales@okstatefair.com

Please note the various items being provided for each booth by Show Management are located in the Show Information page 4.

Analyze your needs carefully and return your order forms with full payment before **Tuesday, September 1, 2015** to save money as well as ensure the availability of your item.

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Event Information

Discount Deadline: Tuesday, September 1, 2015

Show Colors:

Centennial Booths- Perimeter Booths on Brick Wall- Burgundy
Cox Building Booths- Blue and White
Modern Living Booths- Green and White
OEH Vinyard Marketplace Booths- Burgundy
OEH MIO Trading Post Booths- Brown
OEH Business District Booths- Blue
OEH Resource Square Booths- Sky Blue
OEH Backyard & Beyond Booths- Dark Green

Booth Carpet: No carpet included with booth.

Aisle Carpet: No aisle carpet.

Booth Information

Substitutions are not permitted. If you require alterations or additions please review the enclosed order forms. No credit or refund will be given for items not used.

Various Size booths will be provided with 8' tall background rape, except for interior booths in Centennial where there is no drape and the OK Expo Hall where the drape is 10' tall background drape.

Event Schedule - Subject to Change

Exhibitor Move In:	Outdoor Exhibitors: September 9-16, 2015	8:00 am to 10:00 pm
	Indoor Exhibitors: September 12-16, 2015	8:00 am to 10:00 pm
Event Hours:	Sunday through Thursday	10:00 am to 9:00 pm
	Fridays and Saturdays	10:00 am to 10:00 pm
Exhibitor Move Out:	Monday, September 28, 2015	8:00 am
Driver Check-In By:	Monday, September 28, 2015	4:00 pm
Freight Re-Directed At:	Monday, September 28, 2015	5:00 pm

Shipping Information *(Material handling charges will apply)*

Advance Shipping Address:
YRC Freight
c/o Oklahoma State Fair
Booth Name & #_____
8000 SW 15th Street
Oklahoma City, OK 73128

Advance shipments MUST be received by Tuesday, September 7, 2015

Direct Shipments to Show Site:
State Fair Park
c/o Superior Expo Services - Oklahoma State Fair
-Booth Name & #_____
3001 General Pershing Boulevard
Oklahoma City, OK, 73107

Direct shipments to arrive NO SOONER than Wednesday, September 9, 2015

Assistance

- If you have any questions or do not find what you are looking for in this manual, please feel free to email **service@superior-expo.com** or call our Exhibitor Service Department at **972.271.7444**.
- **SES** will have a service desk in a convenient location at show site if you require any further assistance.

Frequently Asked Questions

WHAT FURNISHINGS ARE PROVIDED WITH MY BOOTH SPACE?

Each event is different. Please see the Event Information page 4, which will specifically list what items, if any, will be included in the booth space.

WHAT IF THE BOOTH DOES NOT INCLUDE ITEMS I NEED?

Items that are provided as part of your booth package have no trade-in value. If you need an item that is not listed with the booth equipment, you must order that item separately at the published rate.

HOW DO I PLACE MY ORDER?

- Online Ordering - A link to the site, username, & password will be emailed to you.
- Email orders to **service@superior-expo.com**
- Fax in your order with the Credit Card Authorization form to:
  972.271.7888 Attn: Exhibitor Services
- Mail in your order forms and full payment to:
  Superior Expo Services
  10548 US Highway 80
  Forney, TX 75126

Orders will not be processed without full payment. Please review our Payment Policies for detailed information. Don't forget to keep a copy of your order for your records. For orders going to other **"official suppliers"** (i.e. Electrical, Internet, Telephone, Audio Visual, etc.) please follow the payment and mailing instructions indicated on each of the forms located in this manual.

WHAT IS THE CANCELLATION POLICY FOR REFUNDS ON FURNISHINGS?

Items cancelled prior to **Tuesday, September 1, 2015** will be refunded at 100%. Items cancelled after Tuesday, September 1, 2015, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after **Tuesday, September 1, 2015** they will be billed at 100%.

DO I HAVE TO PAY IN ADVANCE FOR SERVICES OR CAN I BRING A CHECK TO THE SHOW?

Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card is still required to be on file.

WHAT ARE MY OPTIONS FOR INBOUND SHIPPING?

Option one: Advance shipping is sending your materials, up to 30 days prior to the event, to a designated warehouse which will store your freight and then deliver it directly to your booth space during **SES** move in. The advantage of sending your freight in advance is knowing it has arrived and will be delivered to your booth prior to your arrival.
Option two: Direct shipping is sending your materials directly to show site during the designated move in times. There is some risk with direct shipping because it does not allow for errors by your inbound carrier. If there is a problem and your carrier does not arrive on time, there may not be enough time to resend your materials.

WHAT IS THE DIFFERENCE BETWEEN MATERIAL HANDLING & SHIPPING?

- Material handling includes receiving, unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to the booth at the close of the event) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping.
- Shipping is the means by which shipments are transported via carriers to and from the event location.

WHO IS THE PREFERRED CARRIER?

Superior Expo Solutions is the preferred carrier for this show. **SES Solutions** offers a convenient, hassle free shipping service. If you would like to arrange for shipping or receive a quote from **SES Solutions** please call 972-271-7444.

WHAT IS A BILL OF LADING?

A Bill of Lading is a type of document that is used to acknowledge the receipt of a shipment of goods. In addition to acknowledging the receipt of goods, a Bill of Lading indicates the particular vessel on which the goods have been placed, their intended destination, and the terms for transporting the shipment to its final destination. A Bill of Lading is mandatory for **SES** to release your materials to your specified carrier at the close of the event.

WHAT ARE MY CHOICES FOR SHIPPING OUT AT THE CLOSE OF THE SHOW?

You may use any carrier of your choice, however we suggest you use the preferred carrier, **SES Solutions** . It is your responsibility to contact and make all arrangements for any carrier other than the preferred carrier. **SES** cannot guarantee that other carriers will show up to pick up your shipment. We do not provide outside carrier shipping documents and/or labels.

WHAT ARE THE MOVE OUT PROCEDURES?

A **SES** Bill of Lading is required on **ALL** outbound shipments. The Bill of Lading is available at the service desk. After your booth is packed, labeled and ready to be shipped please return the completed Bill of Lading form to the service desk. If you are not using ,SES, our preferred carrier, you must call your designated carrier with pick up information. **If your carrier fails to show up, your shipment will be re-directed through SES Solutions and the discount rate will not apply**. A **SES** representative will be available at show site for further questions.

HOW DO I OBTAIN A COPY OF MY FINAL INVOICE?

To obtain a final invoice, usually available one week after the event closes, contact our Exhibitor Service Department at **972.271.7444.**

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SUPERIOR EXPO SERVICES

Credit Card Authorization

Full payment must be received for services requested before the order will be processed.
If you choose to pay by check, a credit card is still required to be on file.

This form authorizes **SES** to charge to your credit card account the amount of your advance/show site orders, material handling charges, shipping costs, surcharges and any other additional amounts incurred as a result of show site orders placed by you or your company representative. Please complete the information requested below and return this form with your order.

Company:									**Booth Number:**							
Cardholder Name:																
Credit Card Number:																
Expiration Date (mm/yyyy):																
Card Type:	☐	Discover	☐	Visa	☐	MasterCard	☐	American Express								
Billing Address:																
City, State, Zip:																
Phone Number:									**Fax Number:**							
E-mail Address:																
Authorized Signature:																

I, _____ agree to the conditions stated in this manual and the above paragraph.

Material Handling *(Non-taxable)*:	$
Booth Package:	$
Display Tables & Accessories:	$
Carpet & Cleaning:	$
Pipe & Drape:	$
Floral:	$
Luxury Furniture:	$
Sign & Graphics:	$
Rental Units:	$
Add On:	$
Hanging Banner/ Rigging:	$
In-Booth Forklift:	$
Cartload Service:	$
Vehicle Spotting Service:	$
Labor (*Non-taxable*):	$
Total:	$
Sales Tax 8.25%:	$
GRAND TOTAL:	$

Discount Deadline:
Tuesday, September 1, 2015

- All prices include delivery, installation, rental charge for the duration of the show and removal at completion.
- Payment, in full, must accompany all orders by to receive the discount price. Orders received after this date will be charged the standard rate.
- Items cancelled prior to **Tuesday, September 1, 2015** will be refunded at 100%. Items cancelled after **Tuesday, September 1, 2015**, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after **Tuesday, September 1, 2015** they will be billed at 100%.

If paying by check, make payable to: **Superior Expo Services**

Mail order forms & full payment to: 10548 US Highway 80
Forney, TX 75126

Please reference the Show Name & Company Name

Email orders with full payment to: **service@superior-expo.com**

Fax orders with full payment to: **972.271.7888**
ATTN: Exhibitor Services

For any additional questions please feel free to email **service@superior-expo.com** or call us at **972.271.7444** or toll free **866.386.3976**

Payment Policies

Full payment must be received for services requested before the order will be processed.
If you choose to pay by check, a credit card is still required to be on file.

- All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- All charges are subject to sales tax.
- Payment, in full, must accompany all orders by **Tuesday, September 1, 2015** to receive the discount price.
- Orders received after this date will be charged the standard rate.
- Items cancelled prior to **Tuesday, September 1, 2015** will be refunded at 100%. Items cancelled after **Tuesday, September 1, 2015**, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after **Tuesday, September 1, 2015** they will be billed at 100%.

ADDING TAX TO YOUR ORDER

1. Use the Credit Card Authorization form to help add up your order.
2. Multiply the appropriate **8.25 % Sales Tax** by your subtotal and get the grand total.

To be tax exempt you must be a government or non-profit organization. If you are eligible, please provide an exemption certificate when placing your order. A resale certificate is not acceptable, as we are not providing services to be resold.

PAYMENT OPTIONS

- **Online Ordering -** A link to the site, username, & password will be emailed to you.
- **Payment by Email**
  Email your order with full payment to : **service@superior-expo.com**
- **Payment by Fax**
  Fax in your order with full payment to: **972.271.7888 Attn: Exhibitor Services**
- **Payment by Mail**
  Mail in your order forms and full payment to:
  Superior Expo Services
  10548 US Highway 80, Forney, TX 75126
  RE: Oklahoma State Fair

- **SES** accepts Discover, Mastercard, Visa or American Express credit cards only.
- If a check will be submitted for payment please attach with your order forms and mail to **Superior Expo Services**. If you choose to pay by check, a credit card is still required to be on file. All checks should be made payable to: **Superior Expo Services**
- Orders will **NOT** be processed without full payment. Please fill out the Credit Card Authorization Form.

ADVANCE ORDERS (DISCOUNT RATE)

Purchase orders may not be used in lieu of payment. **SES** will only accept purchase orders from Government and State Agencies. To process your order and receive advance prices, payment in full must accompany your order. Advance payment for material handling should be based on estimated weight. Advance payment for labor and other equipment rental services should be based on estimated installation and dismantling hours.

SHOW SITE ORDERS

All show site orders including labor and material handling are payable upon presentation of our invoice at the event. For your convenience, we accept Discover, Visa, MasterCard or American Express, as well as checks, travelers checks and cash. Orders received after the deadline or made at the service desk during the event will be billed at standard prices. Services ordered at show site will not be processed without full payment.

THIRD PARTY ORDERS

If you have contracted work through a display/exhibit house and require the services of **SES** , the payment policies stated above apply. Please forward this information to the proper parties. The exhibiting firm, is ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment.

INTERNATIONAL EXHIBITORS

International exhibitors must pay for all services in US funds and must be drawn from a US bank. All charges must be paid in full prior to the close of the event either by cash, credit card or check. Wire transfers must include a $20.00 (US) transfer fee.

MATERIAL HANDLING/LABOR ORDERS/RIGGING ORDERS/FORKLIFT, ETC.

If you are shipping freight to our warehouse or to show site and/or are ordering labor for installation or dismantling and/or rigging, you must complete the Credit Card Authorization form. Our services will not be performed unless we have a credit card authorization form on file. If you require rigging or dismantling labor on move out, charges will be applied to your credit card.

Limits & Liability

RESPONSIBILITY FOR LABOR

- **SES** , its subcontractors, and Show Management shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- **SES** , its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **SES** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **SES** or its subcontractors.
- **SES** , its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- Claims for loss, injury or damage, which are not submitted in writing to **SES** within (30) thirty days after the close of the event, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against **SES** or its subcontractors more than one year after the accrual of the action.
- **SES** will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- **SES** will not be responsible for improperly packed or concealed damages to exhibit.
- The placing of an order for the services of laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth.

MATERIAL HANDLING

- **SES** , its subcontractors, and Show Management shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- **SES** , its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **SES** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **SES** or its subcontractors.
- **SES** , its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- Claims for loss, injury or damage, which are not submitted in writing to **SES** within (30) thirty days after the close of the event, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against **SES** or its subcontractors more than one year after the accrual of the action.
- **SES** will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- **SES** will not be responsible for improperly packed or concealed damages to exhibit.
- The placing of an order for the services of laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth.

CERTFIED WEIGHT TICKETS

- In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, **-** shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weight.

EMPTY REMOVAL INSTRUCTIONS

- All exhibitors must have all crates tagged for empty storage by 2 hours prior to the end of Exhibitor move-in. Exhibitors will be subject to a surcharge of up to 20% of the total freight invoice if crates are not tagged for removal by the set deadline.
- **Any shipments not handled by SES, but for which SES is required to handle storage of the empty shipping containers, a charge of $50.00 per crate, case, box or carton will be assessed.**

PAYMENT TERMS

- In order for us to process your order for services and materials listed in this Exhibitor Service Manual, we must have a signed Credit Card Authorization form with credit card information or full payment in advance. Invoices for outstanding balances will be prepared at the service desk for review and payment.
- Advanced payments will be indicated and any balance due must be paid in full by cash, credit card or check.
- **All inquiries must be resolved and completed before you leave the event.**

Limits & Liability

ORDERS, QUESTIONS & ADJUSTMENTS

- Orders by telephone will not be accepted.
- All advance orders, discounted to your advantage, must be paid-in-full at the time the order is placed.
- Orders received without payment will not be processed. Payment for all show site orders will be due and payable upon presentation of our invoice at the show.
- Services ordered at show site will not be processed without full payment.
- The availability of furnishings at show site can, on occasion, be limited and for that reason can not be guaranteed. It is best to place your order in advance if possible.
- Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to **SES** immediately. Issues will be resolved and/or any valid adjustments will be made at that time and approved by the **SES** supervisor in charge. **Credits and adjustments will not be made on information received after the show.**
- Items cancelled prior to **Tuesday, September 1, 2015**, will be refunded at 100%. Items cancelled after **Tuesday, September 1, 2015**, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after **Tuesday, September 1, 2015** they will be billed at 100%.

Shipping Instructions

ADVANCE SHIPMENTS TO WAREHOUSE

- Shipments may be sent to the advance warehouse up to thirty (30) days prior to **Tuesday, September 7, 2015**. Shipments must arrive **Tuesday, September 7, 2015** by 3:30 pm. No shipments will be received at the warehouse on weekends or holidays.
- Shipments arriving at the warehouse after **Tuesday, September 7, 2015** will be charged a late to warehouse fee of $150.00 in addition to any other charges incurred.

DIRECT SHIPPING TO SHOW SITE

- Shipments must arrive no sooner than **Wednesday, September 9, 2015**. If shipments arrive before this date they may be refused.
- Shipments will be received during the designated move in periods as well as throughout the event. (See Event Information page)
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for the direct deliveries to show site.
- Weigh tickets or Bills of Lading indicating weight must accompany freight delivery. The drivers signature on the show site receiving report will verify the total count and weight.

ALL SHIPMENTS

- All shipments must be **PREPAID**, collect shipments may be **REFUSED**
- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills from carriers will be delivered to the exhibitor's booth without guarantee of piece count or condition. Material handling and additional surcharges may apply.
- No liability will be assumed by **SES** for these shipments.

OUTBOUND SHIPMENTS

- A **SES** Bill of Lading is required on **ALL** outbound shipments.

A Bill of Lading is a type of document that is used to acknowledge the receipt of a shipment of goods. In addition to acknowledging the receipt of goods, a Bill of Lading indicates the particular vessel on which the goods have been placed, their intended destination, and the terms for transporting the shipment to its final destination. A Bill of Lading is mandatory for **SES** to release your materials to your specified carrier at the close of the event. Freight left on the show floor without a Bill of Lading will result in an additional fee.

- Your **SES** Bill of Lading will be available for verification and signature at the **SES** Service Desk located at show site.
- After your booth is packed, labeled and ready to be shipped please return the completed Bill of Lading form to the service desk.
- Please duplicate form for split shipments (one form for each location or one for each carrier).
- The Credit Card Authorization form **MUST** be provided when submitting this form.
- If your carrier fails to show up, your shipment will be re-directed through **SES Solutions** and the discount rate will not apply.
- It is **YOUR** responsibility to contact and make all arrangements for any other carrier than the preferred carrier, **SES Solutions** . If using an alternate carrier please provide **SES** with shipping documents and/or labels as well as this form.
- **SES** reserves the right to re-direct any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by the established carrier check in deadline.

SUPERIOR EXPO SOLUTIONS

Superior Expo Solutions is the official show carrier for the
Oklahoma State Fair
State Fair Park
September 17-27, 2015

Superior Expo Solutions offers competitive solutions for all of your logistics needs.

- Round trip ground transportation & material handling services
- Pick-up and transportation from point of origin to either advance warehouse or show site
- Pre-printed shipping labels
- SAVE 15% on material handling when using Superior Expo Solutions roundtrip
- Consolidated invoicing for material handling and shipping charges
- Managed transportation to and from the show floor
- On-site customer support

For any additional questions please feel free to email us at service@superior-expo.com or call 972.271.7444

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SUPERIOR EXPO SERVICES

Superior Expo Solutions - Shipping Quote Form

Company Name:		Booth #:	
Contact Name:		Phone#	
E-mail Address:			

INBOUND - Pick Up Location Information

Requested Pick Up Date:	
Company:	
Street Address:	
City, State:	

Ship To

☐ I will be shipping to the **Advance Warehouse**	☐ I will be shipping to **Direct to Show Site**
YRC Freight	State Fair Park
8000 SW 15th Street	3001 General Pershing Boulevard
Oklahoma City, OK 73128	Oklahoma City, OK 73107
Adv. Warehouse Deadline: Tuesday, September 7, 2015	Delivery Date: Wednesday, September 9, 2015

OUTBOUND SHIPPING

☐ I would like to schedule Outbound Transportation. Please Provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Agreement and labels, please complete the following information if different from pick up address:

Company; _____

Street Address: _____

City, State: _____

Number of Labels: _____

Type of Service

- ☐ Standard Ground
- ☐ Expedited Ground
- ☐ Next Day
- ☐ Other

Number of Pieces	Description of Articles, Special Marks, and Exceptions	Dimensions in Inches			Est. Weight (lbs.) Subj. to Corr.*
	Crates Exhibition Material, K.D. (wooden)	L x	W x	H	
	Cartons (cardboard)	L x	W x	H	
	Trunks / Cases (fiber) (color)-_____	L x	W x	H	
	Skids / Pallets	L x	W x	H	
	Carpets (color) -_____	L x	W x	H	
	Other - _____	L x	W x	H	

* Final Weight Subject to Correct Weight & Dimensions

A representative from Superior Expo Solutions will contact you to confirm receipt of order and finalize details.

Advance & Direct Shipping Labels

ADVANCE WAREHOUSE LABEL

SUPERIOR EXPO SERVICES

Oklahoma State Fair

EXHIBIT MATERIALS
MUST be received by
Tuesday, September 7, 2015
Between 9:00 AM - 3:30 PM

To: _____

(COMPANY NAME)

YRC Freight
8000 SW 15th Street
Oklahoma City, OK 73128

W A R E H O U S E

Booth # (s): _____ **No.** _____ **OF** _____ **Pcs.**

Carrier: _____

DIRECT TO SHOW SITE LABEL

SUPERIOR EXPO SERVICES

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EXHIBIT MATERIALS
To arrive NO SOONER than
Wednesday, September 9, 2015

To: _____

(COMPANY NAME)

State Fair Park
C/O Superior Expo Services
3001 General Pershing Boulevard
Oklahoma City, OK, 73107

S H O W S I T E

Booth # (s): _____ **No.** _____ **OF** _____ **Pcs.**

Carrier: _____

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

SUPERIOR EXPO SERVICES

Material Handling FAQ's

SES has the responsibility of receiving and handling all exhibit materials, empty materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move in/out of the event. **SES** will not be responsible, however, for any materials they do not handle. **SES** will have complete control of the loading docks at all times. If you wish to unload or load, you must report to the **SES** Freight Desk. Do not proceed to the docks until told to do so.

WHAT IS MATERIAL HANDLING?

Material handling includes receiving, unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to the booth at the close of the event) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping. Please refer to the Shipping Information page of this manual for further information.

WHAT ARE CRATED SHIPMENTS?

Crated shipments are packed in any type of shipping container that can be unloaded at the dock and delivered without additional handling. **Crated containers include**: crates, fiber cases, and properly packed skids.

WHAT ARE SPECIAL HANDLING SHIPMENTS?

- **Mixed Shipments:** Mixed shipments include a mix of both crated and uncrated materials.
- **Ground Loading/Unloading:** Special handling charges will apply to shipments that arrive in vehicles that are not dock height, such as u-hauls, flatbed trailers, double drop trailers, etc.
- **Stacked Shipments:** Shipments that require multiple items to be moved or removed for delivery to booth. (i.e. loose items stacked on top of crates and/or pallets.)
- **Piece Loading/Unloading:** Drivers who require multiple pieces to be moved to the rear of the trailer, in order to select the next piece, or having to remove the freight from the trailer to re-fit in sequence.
- **No Documentation:** Shipments that arrive from a carrier without a Bill of Lading, which requires additional time and labor to process.
- **Excess of Small Shipments:** 10 or more loose pieces that are not palletized or crated.
- **Uncrated shipments** indicates a shipment that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting tools.

HOW IS STRAIGHT TIME / OVERTIME DETERMINED?

Straight Time: Monday - Friday, 8:00 am to 4:30 pm.
Overtime: All other times, Saturdays, Sundays and Holidays.

- **ST/OT or OT/ST:** If freight will be handled one way on straight time and one way on overtime, either into the event or out of the event.
- **OT/OT:** If freight will be handled on overtime into the event and out of the event.

Overtime charges are assessed when **SES** has been granted access to the facility during overtime, per the contractual agreement between Show Management and the facility. This includes warehouse shipments.

HOW DO I CALCULATE MY MATERIAL HANDLING CHARGES?

Charges will be based on the weight of your inbound shipment. Each shipment received is considered separate. The shipment weight will be rounded up to the next 100 lbs.. Each 100 lbs. is considered one **cwt** (hundred weight). There is a 200 lbs. minimum charge for each shipment. Please refer to the Material Handling Rate Sheet for event prices.

Calculate Total CWT (Enter in increments of 100 lbs. only; make sure to round up to the next 100.)

Example Below is based on the published rate:

350 lbs. (rounded to the next 100) divided by 100 = **4** Total CWT
4 CWT x **$69.00** Material Handling Charge **$276.00**

WHAT IS THE MOST COST EFFECTIVE WAY TO SEND SHIPMENTS?

The most cost effective way to send your shipment is to consolidate and shrink wrap your shipments into one. If your shipment is broken-up and delivered in multiple shipments, you will be charged per shipment. Please advise your carrier to deliver as one (1) shipment. Below is an example for an advance to warehouse shipment using the published rate: **$69.00**

If you send 4 Separate Shipments:	**If you send 1 Consolidated Shipment:**
1st Shipment @ 41 lbs. = $138.00 (200 lbs. minimum)	1 shipment (4 pieces) @ 197 lbs. (200 lbs. minimum)
2nd Shipment @ 44 lbs. = $138.00 (200 lbs. minimum)	**197 lbs. charged @ $138.00**
3rd Shipment @ 52 lbs. = $138.00 (200 lbs. minimum)	
4th Shipment @ 60 lbs. = $138.00 (200 lbs. minimum)	

SUPERIOR EXPO SERVICES

Material Handling Charges Include:

Material handling is the process of receiving your materials, either at the warehouse in advance of the show or at show site during move-in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading for outbound shipping. Charges are determined by weight and ease of handling.

ADVANCE SHIPMENTS TO WAREHOUSE

- The advance warehouse will begin receiving shipments 30 days prior to: **Tuesday, September 7, 2015**
- All materials shipped in advance to the warehouse MUST ARRIVE BY: **Tuesday, September 7, 2015**
- Any shipment arriving after this date will be charged a late to warehouse fee of $150.00 in addition to any other charges incurred.
- Warehouse receiving hours are Monday - Friday, 9:00 AM - 3:30 PM. Any shipment delivered after hours or on weekends may be refused.
- Small Packages: Cartons under 35 lbs. (*received in a single shipment*) will be charged **$45.00** for the 1st package and **$20.00** every package after within the same shipment.
- Shipments will be weighed. Pricing is based on actual weight of shipment

DIRECT SHIPMENTS TO SHOW SITE

- All materials shipped direct to show site **MUST ARRIVE NO SOONER THAN: Wednesday, September 9, 2015**
- Any shipments arriving prior to the above date may be refused.
- Shipments will be received during the move in periods and throughout the event.
- Small Packages: Cartons under 35 lbs. (*received in a single shipment*) will be charged **$45.00** for the 1st package and **$20.00** every package after (*per shipment*) within the same shipment.
- Shipments will be weighed. Pricing is based on actual weight of shipment. Charges will not be billed until freight is received.

OVERTIME

- Overtime charges are assessed when SES has been granted initial access to the facility during overtime, per the contractual agreement between show management and the facility.
- Driver check in time does not guarantee Straight Time rates.
- The overtime rate is applied to all shipments loaded or unloaded on Saturday, Sunday, holidays, and any time other than 8:00 am 4:30 pm Monday through Friday.
- If shipment is moved into or out of show site on overtime due to scheduling beyond SES's control.

RATES BELOW WILL BE BASED ON PUBLISHED EVENT MOVE IN & MOVE OUT SCHEDULE.		
RATE CLASSIFICATIONS:	**Price per CWT**	**200 lbs. Minimum**
Warehouse Shipment (200 lbs. minimum)		
Crated or Skidded Shipment	$69.00	$138.00
Special Handling	$84.00	$168.00
Show Site Shipment (200 lbs. minimum)		
Crated or Skidded Shipment	$79.00	$158.00
Special Handling Shipment	$94.00	$188.00
Small Package (Maximum weight is 35 lbs. per shipment)		
First Carton	$45.00	
Each Additional Carton	$20.00	
ADDITIONAL SURCHARGES:		
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment	$15.25	$30.50
Special Handling Shipment	$19.06	$38.12
Overtime Charge - Outbound (in additional to above rates)		
Crated or Skidded Shipment	$19.00	$38.00
Special Handling Shipment	$23.75	$47.50
Late to Warehouse		
Freight arriving after **Tuesday, September 7, 2015**	$150.00 Per Shipment	
Back to Warehouse - (in additional to above rates)		
(2500 lbs. minimum)	$50.00	$1,250.00

A credit card MUST be on file for all material handling, shipping inbound and/or outbound to the event.

Oklahoma State Fair
September 17-27, 2015
State Fair Park -

SUPERIOR EXPO SERVICES

Display Tables & Accessories Order Form

Discount Deadline: Tuesday, September 1, 2015

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

QTY	Item Description	Discount	Standard	Total
Skirted Display Tables 30" high (topped in white vinyl)				
	4' L x 24" W x 30" H	$84.50	$102.75	$
	6' L x 24" W x 30" H	$103.00	$124.25	$
	4th Side Skirt 6'	$39.00	$48.50	$
	Table Skirt Only 6'	$61.75	$77.25	$
	8' L x 24" W x 30" H	$119.50	$144.25	$
	4th Side Skirt 8'	$39.00	$48.50	$
	Table Skirt Only 8'	$61.75	$77.25	$
Skirted Display Tables 42" high (topped in white vinyl)				
	4' L x 24" W x 42" H	$114.25	$143.00	$
	6' L x 24" W x 42" H	$129.50	$161.75	$
	4th Side Skirt 6'	$39.00	$48.50	$
	Table Skirt Only 6'	$61.75	$77.25	$
	8' L x 24" W x 42" H	$148.75	$186.50	$
	4th Side Skirt 8'	$39.00	$48.50	$
	Table Skirt Only 8'	$61.75	$77.25	$
Unskirted Display Tables 30" high (topped in white vinyl)				
	4' L x 24" W x 30" H	$49.50	$61.50	$
	6' L x 24" W x 30" H	$61.00	$76.25	$
	8' L x 24" W x 30" H	$72.50	$89.50	$
Unskirted Display Table 42" high (topped in white vinyl)				
	4' L x 24" W x 42" H	$70.25	$85.50	$
	6' L x 24" W x 42" H	$81.00	$100.50	$
	8' L x 24" W x 42" H	$87.50	$109.75	$
Specialty Tables 30" in Diameter & Unskirted				
	Café Table 30" H	$67.75	$81.25	$
	Cocktail Table 42" H	$86.25	$103.50	$
Table Risers (covered with white vinyl)				
	4' L x 12" W x 12" H	$50.75	$63.50	$
	6' L x 12" W x 12" H	$61.25	$76.75	$
	8' L x 12" W x 12" H	$72.00	$90.25	$

QTY	Item Description	Discount	Standard	Total
Chairs				
	Side Chair	$46.00	$57.25	$
	Modular High Stool Gray Fabric - 29" Tall	$73.25	$91.50	$
	Padded Chair	$65.00	$81.00	$
Pegboards, Tack boards & Grid wall				
	Pegboard 4' x 8' Horizontal	$183.25	$229.25	$
	Pegboard 8' x 4' Vertical	$183.25	$229.25	$
	Tack board 4' x 8 Horizontal	$164.50	$197.50	$
	Tack board 8' x 4' Vertical	$164.50	$197.50	$
	Grid Wall 2' x 8'	$61.00	$76.25	$
Bag, Literature & Garment Racks				
	Bag Rack	$86.50	$108.25	$
	Literature Rack	$95.25	$116.50	$
	Clothes Rack	$86.50	$108.25	$
	Garment Rack - 2 Arm (Water Fall)	$86.50	$108.25	$
	Garment Rack - 4 Arm (Water Fall)	$86.50	$108.25	$
Additional Accessories				
	Easel	$28.00	$34.75	$
	Fish Bowl	$26.50	$32.00	$
	Wastebasket	$14.75	$17.50	$
	Arm Light	$56.75	$70.50	$
	Floor Lamp	$45.00	$80.00	
	Table Light	$65.00	$90.00	

Order Policy

- All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- Payment, in full, must accompany all orders by **Tuesday, September 1, 2015** to receive the discount price. Orders received after this date will be charged the standard rate.
- Items cancelled prior to **Tuesday, September 1, 2015** will be refunded at 100%. Items cancelled after **Tuesday, September 1, 2015** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after they will be billed at 100%.

Event colors are:

Red	White	Rose	Forest Green
Plum	Lime Green	Royal Blue	Champagne
Black	Silver	Gold	Burgundy
Teal			

Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

Oklahoma State Fair
September 17-27, 2015
State Fair Park -

SUPERIOR EXPO SERVICES

Carpet & Cleaning Order Form

Discount Deadline: Tuesday, September 1, 2015

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

Standard Carpet
Prices include installation and taping front edges. *(Please check the carpet color of choice.)*

QTY	Item Description	Discount	Standard	Total
	10' x 10' Carpet	$123.50	$154.50	$
	10' x 20' Carpet	$226.00	$282.25	$
	10' x 30' Carpet	$328.25	$410.25	$
	10' x 40' Carpet	$431.25	$539.25	$
	10' x 50' Carpet	$540.75	$667.25	$
Carpet Accessories				
	Carpet Padding per sq ft	$0.75	$0.85	$
	Visqueen per sq ft	$0.75	$0.85	$
	Taping of visqueen per linear ft	$0.65	$0.75	$

Event colors are:

CARPET COLORS

Please check the carpet color of choice:

Red, Plum, Teal

Royal Blue, Gray, Tuxedo

Black

Tuxedo is black & white

All **Custom Carpet** orders must be received by **Tuesday, September 1, 2015**. Orders received after this date may be subject to availability and additional charges may apply. Custom carpet orders are **non-refundable**.

Custom Carpet
Prices include installation, removal, taping front edges as well as visqueen. *(Please check the carpet color of choice.)*

Booth Dimensions	Feet	x	Feet	=	Total sq ft	x	Price	=	Total Price
	ft	x	ft	=	sq ft	x	$2.75	=	$

Deluxe Custom Carpet
Prices include installation, removal, taping front edges as well as visqueen. *(Please check the carpet color of choice.)*

Please call our Exhibitor Service Department at **972.271.7444** for price quotes and color options.

Cleaning

	# of Days	Booth Size per sq ft	Price per sq ft	Total
Vacuum Once Prior to Show Opening			$0.33	$
Vacuum Daily (Includes prior)			$0.31	$

Porter Service

Description	# of Event Days	Price Per Day		Total
Up to 300 sq ft		X	$125.75	$
300 - 500 sq ft		X	$169.50	$

Order Policy

- All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- Payment, in full, must accompany all orders by **Tuesday, September 1, 2015** to receive the discount price. Orders received after this date will be charged the standard rate.
- Items cancelled prior to **Tuesday, September 1, 2015** will be refunded at 100%. Items cancelled after **Tuesday, September 1, 2015** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after they will be billed at 100%.

EXCESSIVE TRASH FEE

Excessive Trash will be subject to an additional fee for dismantling and disposal.

Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

Oklahoma State Fair
September 17-27, 2015
State Fair Park -

SUPERIOR EXPO SERVICES

Pipe & Drape Order Form

Discount Deadline: Tuesday, September 1, 2015

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

QTY	Item Description	Discount	Standard	Total
Drape				
ft	3' High Drape (includes hardware)	$6.50	$7.75	$
ft	8' High Drape (includes hardware)	$10.75	$14.00	$
Steel				
	3' Steel Uprights	$5.50	$6.75	$
	8' Steel Uprights	$6.25	$7.50	$
	3' Steel Bases	$7.50	$9.25	$
	8' Steel Bases	$7.50	$9.25	$
	6' - 10' Steel Expanders	$5.50	$6.75	$

DRAPE COLORS

Event colors are: ☐ ☐

If you require a different color other than the event colors, please contact Show Management for approval:

Please check the drape color of choice:

Drape Colors
**Please use colors only as a reference.*

RED	☐	WHITE	☐	ROYAL BLUE	☐
PLUM	☐	BLACK	☐	FOREST GREEN	☐
ROSE	☐	SILVER	☐	BURGUNDY	☐
GOLD	☐	TEAL	☐	CHAMPAGNE	☐

Order Policy

- All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- Payment, in full, must accompany all orders by **Tuesday, September 1, 2015** to receive the discount price. Orders received after this date will be charged the standard rate.
- Items cancelled prior to **Tuesday, September 1, 2015** will be refunded at 100%. Items cancelled after **Tuesday, September 1, 2015** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after they will be billed at 100%.

Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

Oklahoma State Fair
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SUPERIOR EXPO SERVICES

Booth Package Order Form

Discount Deadline: September 1, 2015

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

Booth packages are budget friendly as well as utilitarian, combining the essential booth accessories at one low rental price.

This package is available for pre-order at a **Discount Rate** of **$245.00** if received with full payment by the discount deadline .

If your package order is not received by the above deadline, the package will be available to order at show site for the amount of **$255.00.**

Each item can also be ordered separately from the Display Tables & Accessories and Carpet & Cleaning order forms at the published rates. No exceptions can be made to colors or items included in this package.

Booth Package Includes:

1 - 10′ x 10′ carpet (show color)

2 - side chairs

1 - 6′ x 30″ skirted table (show color)

1 - wastebasket

Note: NO SUBSTITUTIONS

QTY	Item Description	Discount	Standard	Total
	Booth Package	$245.00	255.00	$

Order Policy

- All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- Payment, in full, must accompany all orders by **September 1, 2015** to receive the discount price. Orders received after this date will be charged the standard rate.
- Items cancelled prior to **September 1, 2015** will be refunded at 100%. Items cancelled after **September 1, 2015** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after they will be billed at 100%.

Total	+	Sales Tax «Sales Tax»%	=	Grand Total
$	+	$	=	$

Oklahoma State Fair
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SUPERIOR EXPO SERVICES

Display Labor Order Form

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

Very Important:
If using **SES** Supervision please fill out the below information as well as the Outbound Bill of Lading (located on the next page). If using Exhibitor Supervision please complete all outbound shipping documents at the **SES** Service Desk prior to the close of the event.
- All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of $25.00.

All orders must be paid in advance. Orders for display labor will not be processed without pre-payment. The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments per worker. Labor cancelled on site will be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the worker (s) at the time specified, a one (1) hour "Not Ready" charge per worker will apply.

Rates
Rates are based on one (1) man, per one (1) hour.

	Pre-Order	Show Site		
Straight Time	$72.00	$93.00	Monday-Friday	8:00 am to 4:30 pm
Overtime	$108.00	$140.40	Monday-Friday Monday-Friday Saturday	4:31 pm to 12:00 am Prior to 8:00 am & after 4:30 pm All Day
Double Time	$144.00	$187.20	Sundays & Holidays	All Day

Please fill in the below information:
Invoice will be calculated according to actual hours worked.

	# of Men:	Date:	Start Time:	# of Hours:
Install:				
Dismantle:				

Type of Service:

☐ **SES Supervision** (Exhibitor does not have to be present)

SES will proceed with your display setup unless you instruct us otherwise. Work will be done on straight time, unless move in/move out schedule does not permit. All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of $25.00. *(If using **SES Supervision**, please complete the information below:)*

Number of Crates:	Self contained unit? ☐ Yes ☐ No
Set up plans attached? ☐ Yes ☐ No	Photo enclosed? ☐ Yes ☐ No
Carpet: ☐ Own ☐ **SES** Color: _____	Suggested tools (i.e 16' ladder):
Special instructions:	

☐ **Exhibitor Supervision** (Exhibitor must pick up labor from the **SES** Service Desk)

All work to be performed ONLY under the supervision of an Exhibitor Representative. Labor ordered and not called for by the exhibitor will be billed at a one (1) hour "Not Ready" charge per man. Work start time can only be guaranteed in those cases when labor is requested for the start of the workday.

Please provide a contact name and phone number for the person in charge of your move in.

Contact Name: _____

Phone Number: _____

Order Policy
- The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.
- Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour "Not Ready" charge per worker and equipment will apply.

Total	=	Grand Total
$	=	$

Oklahoma State Fair
September 17-27, 2015
State Fair Park -

SUPERIOR EXPO SERVICES

Hanging Banner/Rigging Order Form

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

- If the below procedures are not followed, **SES** can not guarantee hanging of your banner/sign.
- Overhead hanging banners/signs should be sent in separate containers to the advance warehouse. Please use the advanced shipping labels and note 'Banner' on label. Your banner **MUST** arrive by Tuesday, September 7, 2015.
- All ceiling rigging must conform to Show Management facility rules, regulations and facility limitations.
- All hanging must be installed and removed by **SES** . Display companies and/or I & D representatives may supervise, but will not be allowed to install or remove the hanging banner/sign. Assembly and disassembly of overhead handing can be provided by **SES** at an additional cost, or by your company representative, display house, or lighting contractor pending a 'Certificate of Insurance'. Please complete the enclosed 'Display Labor' order form if you need **SES** to assemble your banner/sign. Set up instructions should be provided for signs requiring assembly.
- To minimize your costs hanging points should be pre-fabricated and ready for use. If any hang point supports are over 250 lbs., notify **SES** immediately for special authorization.
- For signs other than banners include a blueprint or drawing with detailed information so hang points can be determined.
- Electrical signs must be in working condition and in accordance with the National Electric Code. Electrical Service requirements must be ordered in advance through the specified electrical provider.
- If you require **SES** Supervision a 25% surcharge will be added to your rigging total.

All orders must be paid in advance. Orders for hanging banner/rigging will not be processed without pre-payment. The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour "Not Ready" charge per worker and equipment will apply.

Rates
Rates are based on a crew, which will consist of a lift with two (2) riggers.

	Pre-Order	Show Site		
Straight Time	$272.50	$354.25	Monday-Friday	8:00 am to 4:30 pm
Overtime	$408.75	$531.38	Monday-Friday Monday-Friday Saturday	4:31 pm to 12:00 am Prior to 8:00 am & after 4:30 pm All Day
Double Time	$545.00	$708.50	Sundays & Holidays	All Day

Please fill in the below information:

Installation Date:	Time:	Approx Hrs:	Weight (lbs.):	Height (ft):	Length (ft):	# of Pts:	Assembly Required:	Supervision:
								☐ Exhibitor Supervised ☐ SES Supervised (25% supervision charge applies)

Type: ☐ Fabric - Cloth ☐ Metal ☐ Wood ☐ Truss

Shape: ☐ Circle ☐ Square ☐ Triangle

Electrical: ☐ Yes ☐ No

Chain Motor: ☐ Yes ☐ No

Indicate dimensions from each boundary you would like your banner/sign placed. **Note: Specified location of sign may be changed due to availability of hang points.**

ft in from back aisle	ft in from front aisle
ft in from left aisle	ft in from right aisle

Number of ft from floor to top of sign:

Please provide a contact name and phone number for the person in charge of your move in.

Contact Name: _____

Phone Number: _____

Please mark positioning of banner below:

Order Policy

- The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.
- Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour "Not Ready" charge per worker and equipment will apply.

Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

Oklahoma State Fair
September 17-27, 2015
State Fair Park -

SUPERIOR EXPO SERVICES

In-Booth Forklift Order Form

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

In-booth forklift service may be required to:
- Assemble displays, or when uncrating, positioning and re-skidding equipment and/or machinery.
- Assist in the moving of equipment and materials weighing 200 lbs. or more within your booth space.

Please Note:
- In-booth forklift service **does not replace** material handling.
- Must not require storage of empty crates, pallets or packaging.
- Unloading and loading must be done at exhibitors direction.
- Forklifts need to be ordered in advance for more than 5,000 lbs.. capacity. Please contact **SES** at **972-271-7444** for a quote.

All orders must be paid in advance. Orders for in-booth forklift will not be processed without pre-payment. The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour "Not Ready" charge per worker and equipment will apply.

Rates
Rates are based on one (1) hour per one (1) forklift.

	Pre-Order	Show Site		
Straight Time	$114.00	$148.20	Monday-Friday	8:00 am to 4:30 pm
Overtime	$171.00	$222.30	Monday-Friday Monday-Friday Saturday	4:31 pm to 12:00 am Prior to 8:00 am & after 4:30 pm All Day
Double Time	$228.00	$296.40	Sundays & Holidays	All Day

Please fill in the below information:
Invoice will be calculated according to actual hours worked.

	# of Forklifts up to 5,000 lbs. (w/Operator):	Weight of Heaviest piece:	Date:	Time:	Approx. Hours:
Install:					
Dismantle:					

Describe work to be done:	☐ Spotting of Equipment	☐ Installation/ Dismantle of Header	☐ Other _____
Please specify other equipment:	☐ Straps	☐ Chains	☐ Fork Extensions
Four (4) stage forklift required:	☐ Yes **(Additional charges may apply)**		☐ No

Please provide a contact name and phone number for the person in charge of your move in.

Contact Name: _____

Phone Number: _____

Order Policy
- The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.
- Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour "Not Ready" charge per worker and equipment will apply.

Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

Oklahoma State Fair
September 17-27, 2015
State Fair Park -

SUPERIOR EXPO SERVICES

Cartload Service Order Form

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

A credit card authorization form must be on file to receive service.

SES is pleased to make available one (1) laborer with one (1) pushcart, for one (1) trip, one way from the dock to your booth or from your booth to the dock for a charge of **$50.00 (ST)** or **$62.50 (OT)** each way. A cartload is ten (10) pieces or less, weighing less than 200 lbs. total. There is a maximum of two (2) cartload trips per booth. If additional trips are required, exhibitor will be charged material handling.

This service will help expedite the process and reduce your hassles. This service will be available during move in and move out at the event. You can make the arrangements at the **SES** Exhibitor Service desk prior to (or before the end of) the show. If you have any questions please contact **SES** Exhibitor Service Department at **972-271-7444**. Pre-orders will receive preferential service at show site, but you can also order this service at the **SES** Service Desk.

Check In Procedure:
1. One person will check in with a **SES** Supervisor, who will direct exhibitors to the POV unloading area.
2. One person must remain with the vehicle at all times or you must return to your vehicle within 20 min.
3. A laborer will be dispatched to assist unloading of your vehicle on a first come, first serve basis.

A **POV**, or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include **sedans, pick-ups, passenger vans, taxis or sports utility vehicles**. Cartload Service will be refused and material handling charges will apply if you arrive with any of the following vehicles:

- Semi
- Flatbed
- Trailers
- Bobtail

Cartload Service	# of Trips	Straight Time	Overtime	Total
Dock to booth		$60.00	$90.00	$
Booth to dock		$60.00	$90.00	$
Round-trip		$120.00	$180.00	$

Advanced orders will receive preferential service at show site. Please indicate the approximate date, time and type of vehicle you will be arriving in:

Date: _____ Vehicle Description: _____

Time: _____ _____

Rules Regarding Cartload Service:
- You must arrive in a privately owned vehicle.
- This service is for exhibitors who have small hand carry items all of which must fit in a 3' x 4' push cart.
- Your vehicle must unload at the receiving dock of the exhibit hall.
- **SES** personnel will direct vehicles.
- The cart is not authorized to enter or go to any parking structure.
- Freight that is too large or heavy will be charged material handling rates.

Order Policy
- All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- Payment, in full, must accompany all orders by to receive the discount price. Orders received after this date will be charged the standard rate.
- Items cancelled prior to will be refunded at 100%. Items cancelled after and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after they will be billed at 100%.

Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

Oklahoma State Fair
September 17-27, 2015
State Fair Park -

SUPERIOR EXPO SERVICES

Vehicle Spotting Service Order Form

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

A credit card authorization form must be on file to receive service.

The spotting of vehicles is one of the most critical segments of the move in operation. Spotting is the placement or "dropping" of a vehicle or trailer on the event floor and its subsequent removal from the event floor. Exhibitors with vehicles (self-propelled or pushed) scheduled for display **MUST** complete and return the following form, via fax, to **SES** no later than **Tuesday, September 1, 2015** . Orders by phone will not be accepted. A target move in time will be assigned based upon this information. Any off-target or unscheduled vehicle deliveries may be accessed a time and labor surcharge.

Round Trip Vehicle Spotting Fee

$200.00 per vehicle

Additional requirements, such as towing, will be charged on a time and materials basis

Description of vehicle (s) to be spotted:

Arrival Date / Time:

Booth Number / Location:

Dimensions: Length: _____ Width: _____ Height: _____ Weight (lbs.): _____

Special Needs / Handling:

Rules Regarding Vehicle Spotting:

- Fuel tank must not contain more than 1/4 - tank (or 5 gallons, whichever is less) of fuel.
- Gas cap must be locked or sealed by tape to prevent the escape of vapors
- Refueling, or removal of fuel from vehicles, while on the premises is prohibited.
- Vehicle cannot be turned on, operated or moved during event hours.
- Batteries must be disconnected and taped.
- Key (s) should be available to Show Management and/or **SES** at all times.
- No vehicles shall be parked in designated fire lanes.
- All spotting service orders are subject to **SES** Payment Policy and Limits and Liability.
- All work is to be performed under the supervision of an authorized exhibitor representative.
- Please note: some venues may have other and/or additional rules.

Order Policy

- All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- Payment, in full, must accompany all orders by to receive the discount price. Orders received after this date will be charged the standard rate.
- Items cancelled prior to will be refunded at 100%. Items cancelled after and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after they will be billed at 100%.

Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

Rules & Regulations

To assist you in planning for your participation in this event, we know you will appreciate knowing in advance that union labor is not required for certain aspects of your exhibit handling. To help you understand the **Area Work Rules-Labor Regulations**, we ask that you read the following:

Decorator Labor

We currently have agreements with local non-unions to provide labor for display installation and dismantling. Exhibiting companies or approved EAC's, however, may set their own exhibits without assistance from any local labor. If you would like assistance to set your booth, it can be ordered in advance by filling out the Display Labor Form in the **SES** exhibitor manual or on show site at the **SES** Exhibitor Service Desk.

Material Handling

Exhibitors may use a two-wheel dollie or hand-carry their own freight into the exhibit hall. Please keep in mind, for some shows, parking may be limited for unloading and loading.

Tipping

We request that exhibitors do not tip employees (give money, merchandise, or other special consideration for services rendered.) Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid at an excellent wage. Tipping is strongly discouraged and is not an accepted company policy.

Safety

Standing on chairs, tables or other rental equipment is prohibited. This equipment is not engineered to support your weight. **SES** cannot be responsible for injuries or falls caused by the improper use of this equipment.

Third Party Payment

Full payment must be received for services requested before the order will be processed.
If you choose to pay by check, a credit card must still be on file.

SES will present invoices to third parties at show site for payment of all services rendered to exhibitors under the following conditions:

- The Exhibitor is required to complete the Exhibitor Appointed Contractor (EAC) form located in this Exhibitor Service Manual.
- The payment of the third party must be acceptable to **SES** . Also the credit card information below must be completed and submitted to **SES** prior to the show.
- If there is any doubt who is to be invoiced for a service, the charge will be issued to the exhibitor. The exhibiting firm is ultimately responsible for the payment of charges. If the EAC requires **SES** to fax an invoice from the convention facility, a $10.00 service fee will be added.
- The following form is to be completed, signed and returned by both parties by . Otherwise, the request will not be approved.

ALL INVOICES MUST BE RESOLVED BY THE CLOSE OF THE SHOW.

Exhibiting Company:			**Booth Number:**	
Exhibiting Company Contact Name & Title:				
Authorized Signature:				
Display House Name (Third Party Payer):				
Display House Contact Name & Title:				
Authorized Signature:				
Display House Address (Third Party Payer):				
City, State, Zip:				
Phone:			**Fax:**	
Items being billed to Third Party:				
☐ Material Handling	☐ Furnishings	☐ Display Labor	☐ All Services	☐ Other _____

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment.

Company Name:															
Cardholder Name:															
Credit Card Number:															
Expiration Date (mm/yyyy):															
Card Type: ☐Discover	☐	Visa	☐	MasterCard	☐	American Express									
Billing Address:															
City, State, Zip:															
Phone Number:									**Fax Number:**						
E-mail Address:															
Authorized Signature:															

I, _____ agree to the conditions stated in this manual and the above paragraph.

Exhibitor Appointed Contractor – EAC Form

SES has been selected as the Official Service Contractor and must be used for all material handling, tradeshow rental, exhibitor drape and rigging.

An Exhibitor Appointed Contractor (EAC) is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on site and does not represent one or more of the Official Contractors.

Rules and Regulations:

- Each representative of an EAC must physically pick-up, in person, an 'Exhibit Crew' badge at the **SES** Service Center. If an EAC representative does not have any identification which verifies her/his employment by the EAC, she/he must be accompanied to the **SES** Service Desk by a representative who does have verifying identification.
- These services shall not conflict with existing labor regulations or contracts and in fulfilling her/his obligations, the representative of an EAC shall adhere to the regulations set up by the Hall and Show Management regarding entrance. It is the responsibility of the Exhibitor to see that each representative of an EAC abides by the official Rules and Regulations of this exposition.
- The representative of an EAC shall have a true and valid order for services from an Exhibitor in advance of the event move in date.
- No EAC shall solicit business on the show floor.

Important

It is the responsibility of each Exhibiting Firm utilizing an EAC to complete and return this form along with a Certificate of Insurance which names **SES** as additionally insured for each EAC firm being utilized. (A sample Certificate can be found on the next page.)

Note: The EAC must maintain at least $1 million in employer's liability, general liability, automobile liability and workers compensation as required in the state the exposition is located.

This form must be received by: Tuesday, September 1, 2015
If this form and the "Certificate of Insurance" are not received by Tuesday, September 1, 2015 the Exhibitor or EAC will be required to order labor from SES .
Please clearly note Company Name and Show Name on the "Certificate of Insurance" form (see sample).

INFORMATION IN THIS BOX MUST BE FILLED OUT	
Exhibiting Firm:	**Booth Number:**
Authorized Contact Name & Title:	
Authorized Contact Signature:	
Full Name of EAC:	
Address of EAC:	
City, State, Zip:	
Authorized EAC Contact Name & Title:	
Authorized EAC Contact Signature:	
EAC Representative on Show Site:	
Phone Number:	**Fax Number:**
Email Address:	
Type of service being performed:	

For any additional questions please feel free to call us at 972.271.7444 or toll free 866.386.3976 (866.FUN.EXPO)

SUPERIOR EXPO SERVICES

Sample Certificate of Liability Insurance

This form should name **SES** as additionally insured for each EAC firm being utilized. **Note**: The EAC must maintain at least $1 million in employer's liability, general liability, automobile liability and workers compensation as required in the state the exposition is located.

ACORD	**CERTIFICATE OF LIABILITY INSURANCE**	DATE (mm/dd/yyyy)

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
ABC Insurance Agency **1234 Broker Lane** **New York, NY 12345** **Attn: Joe Smith (123) 456-7890** **Fax: (987) 654-3210**	INSURERS AFFORDING COVERAGE
INSURED **Company Name, Inc** **1234 Corporate Lane** **New York, NY 12345** **Attn: Tom Johnson** **Phone: (124) 569-2943** **Fax: (124) 569-8274**	INSURER A: **Hartford Insurance Company of Texas** INSURER B: **Aetna Casualty & Surety Company** INSURER C: **Royal Insurance Company** INSURER D: INSURER E:

COVERAGE'S

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUES TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION ATE (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS MADE OCCUR GENERAL AGGREGATE LIMIT APPLIES PER POLICY PROJECT LOC	**000P98298-AI1**	**01/01/09**	**01/01/10**		
					EACH OCCURRENCE	**$1,000,000**
					FIRE DAMAGE (Any one fire)	**$ 50,000**
					MED EXP (Any one person)	**$ 5,000**
					PERSONAL & ADV INJURY	**$1,000,000**
					GENERAL AGGREGATE	**$2,000,000**
					PRODUCTS-COMP/OP AGG	**$2,000,000**
B	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS	**SKLS-029499S**	**01/01/09**	**01/01/10**		
					COMBINED SINGLE LIMIT	**$1,000,000**
					(Ea accident)	
					BODILY INJURY	**$**
					(Per person)	
					BODILY INJURY	**$**
					(Per accident)	
					PROPERTY DAMAGE	$
	GARAGE LIABILITY ANY AUTO				AUTO ONLY-EA ACCIDENT	**$**
					OTHER THAN $	**$1,000,000**
					$	
A	UMBRELLA/EXCESS LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE RETENTION	**XL1234567**	**01/01/09**	**01/01/10**	EACH OCCURRENCE	**$1,000,000**
					AGGREGATE	**$1,000,000**
						$
						$
						$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	**A4145-SS-PJ37**	**01/01/09**	**01/01/10**	**WC STATUE-ORY LIMITS** OTHER	
					E.L. EACH ACCIDENT	**$1,000,000**
					E.L. DISEASE-EA EMPLOYEE	**$1,000,000**
					E.L. DISEASE -POLICY LIMIT	**$1,000,000**
D	OTHER Professional Liability	**000P98298-AI1**	**01/01/09**	**01/01/10**	**Each Occurrence & Aggregate**	**$1,000,000** $3,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CERTIFICATE HOLDER	**X**	**ADDITIONAL INSURED; INSURER LETTER: X** **CANCELLATION**
SES Exhibitor Services 3366 Miller Park South Garland, TX 75042 Re: **Oklahoma State Fair**		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS. AUTHORIZED REPRESENTATIVE John Smith, CIC

Sample

- **PRODUCER**: Insurance Agent / Broker who issues certificate.
- **NAME OF INSURED**: Must be the legal name of contracting party.
- **TYPES OF INSURANCE**: Must include types required by contract.
- **FORM OF COVERAGE**: Must be "occurrence" from of coverage.
- **NAME ADDITIONAL INSURED'S**: Superior Expo Services (Official Service Provider), Show Management, Show and Facility as additional insured's on a primary and non- contributory basis.
- **CERTIFICATE HOLDER**: Must be Superior Expo Services
- **POLICY EFFECTIVE DATE**: Must be prior to or coincidental with the first day of Exhibitor Move-In.
- **POLICY EXPIRATION DATE**: Must be on or after the last day of Exhibitor Move-Out.
- **LIMITS OF INSURANCE**: Must be the same or greater than required by contract.
- **NOTICE OF CANCELLATION**: 30 days notice must be provided.
- **AUTHORIZED REPRESENTATIVE**: Must be signed (not stamped) by an authorized representative of Producer.